

EDUCATION STANDARDS AND PRACTICES BOARD

JOB VACANCY ANNOUNCEMENT

Position: Office Communication Specialist
Education Standards and Practices Board

Location: Bismarck, ND

Salary: \$3000/3500 monthly depending upon education and experience

Benefits: Fully paid family health insurance and NDPERS Retirement.
NDPERS annual leave and sick leave.

Closing Date: July 8, 2016

Status: Full-time, regular.

Date Posted: June 22, 2016

Proposed

Start Date: August 1, 2016

Minimum Qualifications:

- Requires a bachelor's degree in business administration, accounting, education, information technology or a field closely related to those listed.
- Demonstrated ability to communicate professionally using excellent verbal and written communication skills, and with emphasis on customer service.
- Must have excellent prioritization, time management, and organization skills.
- Ability to pay close attention to detail and to perform all tasks as assigned.
- Ability to establish and maintain effective, harmonious working relationships with co-workers and supervisors.
- Ability to use and understand a personal computer with knowledge and use of Windows, Databases, Outlook, and Excel.

Preferred Qualifications:

- Work experience with online applications systems such as ND Teach.
- Work experience in processing online applications, building reports using software similar to IZENDA, and using Microsoft Office.

Summary of Work:

- The primary function of the position is to provide information to clients on licensure issues and processing of licensure applications to the approval status for the Executive Director of the Education Standards and Practices Board.
- Communicate verbally or in writing with the public regarding licensure processes and procedures.
- Plan, coordinate, and arrange meetings and conferences around schedules of multiple individuals; coordinate and make logistical arrangements; notify meeting participants by phone, email, or correspondence, make travel and lodging arrangements.
- Screen multiple documents and supporting information and search multiple sources to determine eligibility and authenticity for educator licensure, communicate information to licensure applicants.
- Maintain stock of office supplies, equipment, and forms.
- Scan and audit electronic files.

Application Procedures:

- Submit the completed State of North Dakota Application for Employment (SFN 10950), resume, official college transcripts, a minimum of three letters of reference, and cover letter to:

Janet Welk, PhD
Executive Director
Education Standards and Practices Board
2718 Gateway Avenue, Suite 204
Bismarck, ND 58503

- Application materials must be received at the agency by 5:00 p.m. on the closing date. A complete application includes: A State of North Dakota application for Employment (SFN 10950) form, resume, a minimum of three letters of reference, and cover letter. Incomplete applications will not be considered.

Application Forms are available from the web at

<http://www.legis.nd.gov/files/documents/sfn10950.pdf?20160404113814>.

- Applicants who are residents of North Dakota and eligible to claim veteran's preference must include a copy of DD form 214. Claims for disabled veteran's preference must also include a current statement of disabled status from the U.S. Department of Veteran Affairs.
- For more information about the position or if you need accommodations or assistance in the application or interview process, please call 701.328.9646.

Equal Opportunity Employer:

- The State of North Dakota and this hiring agency does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies within the provisions of the North Dakota Human Rights Act.

